



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
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ARLINGTON VA 22243

IN REPLY REFER TO

NAVAIRINST 4720.8  
AIR-3.1.8  
8 Mar 95

NAVAIR INSTRUCTION 4720.8

From: Commander, Naval Air Systems Command

Subj: PROCESS FOR MANAGEMENT OF NAVAIR MODIFICATION MATERIAL

1. Purpose. To provide guidance, establish responsibility and set policy for the management of NAVAIR modification material.

2. GENERAL

a. Modification materials are issued and accounted for based on the requirements stated in the Technical Directive (TD). Technical Directive Compliance (TDC) kits and the Government Furnished Equipment (GFE) which complement these kits are budgeted for and issued as NAVAIR-owned material for one-time installation in specified equipment during fleet maintenance, overhaul, repair, or modification programs. The Naval Aviation Maintenance Office (NAMO) is responsible for providing modification installation support to Naval Air Systems Command Headquarters (NAVAIRHQ) for the management of 6V cognizance modification material.

b. TDC kits and GFE are not considered item of supply or within the scope of the federal cataloging program. Therefore, Kit Identification Numbers (KINs) instead of National/NATO Stock Numbers are assigned to the TDC kits and GFE for the purpose of identification, requisitioning, shipping, and reporting. Modification kits are procured as a one-time free issue to modify specific equipment. Kits do not have a recurring demand and are shipped via traceable means.

c. The NAVAVNMAINTOFF Central Kitting Activity serves as a centralized storage and assembly point for Technical Directive change kits. The facility provides dedicated attention for resolving modification material support problems i.e. kit shortages and excesses, kit packaging problems, kits improperly identified, kit shipments, and kit material discrepancies.

3. RESPONSIBILITIES

a. Management. NAVAVNMAINTOFF will:

- (1) Manage the NAVAIR modification kit program;
- (2) Manage modification installation support;
- (3) Manage kit assembly tasking; and



(4) Manage kit reclamation.

b. Acquisition. Assistant Commander for Logistics (AIR-3.0 (AIR-04)) cognizant Assistant Program Manager (logistics), (APML), will:

(1) Provide NAVAVNMAINTOFF with copies of all implementing actions.

(2) Ensure the requirement for a technical directive kit shipment report is included in all applicable procurement documents.

(3) Provide a complete material parts listing and funding document to NAVAVNMAINTOFF for kits assembled at CKA.

c. Allocation and Redistribution.

(1) NAVAVNMAINTOFF will:

(a) Assign Kit Identification Numbers (KINs) for each kit (basic, spare, tools, special mission, and trainer kits) upon receipt of request from the kit manufacturing activity.

(b) Provide kit shipping instructions to kit manufacturing activities.

(c) Assign TDC kit purpose and condition codes with Assistant Program Managers (Logistics) (APML) coordination.

(d) Allocate and redistribute kits as necessary to provide for optimum installation support.

(2) AIR-3.1 (APMLs) will notify NAVAVNMAINTOFF of:

(a) Program changes that my impact kit allocation;

(b) Waivers issued to install kits with preliminary Technical Directives or data packages;

(c) Program changes that increase or decrease the requirements for kits; and

(d) Canceled or suspended changes.

d. Requisitioning Processing.

(1) NAVAVNMAINTOFF will:

- (a) Process all requisitions for controlled kits.
- (b) Inform the requisitioner when the bureau number or serial number of the end item to be modified by a TDC kit needs to be determined or verified.

(2) Aviation supply Office (ASO) will:

- (a) Process requisitions for non-controlled TDC kits.
- (b) Refer requisition for controlled kits to NAVAVNMAINTOFF (Routing Identifier Code (RIC) N52).
- (c) Refer requisitions for non-controlled kits to NAVAVNMAINTOFF when no kits are available.

e. Kit Accountability.

(1) NAVAVNMAINTOFF will:

- (a) Maintain status of kit quantities on hand and due in.
- (b) Maintain issue history for all KINs based on 6V cognizance material Transaction Item Records (TIRs).
- (c) Match kit issue history with the TDSA incorporation data to ensure that issued kits have been installed.
- (d) Ensure issue restriction codes are utilized to prevent automatic issue of controlled kits from stock points.

(2) Stock Points will Submit TIRs to ASO for all 6V cognizance items.

f. Cannibalization of TDC Kits. NAVAVNMAINTOFF will review all requests to cannibalize TDC kits to satisfy safety maintenance requirements for items not available through normal supply channels. Concurrence or non-concurrence will depend on:

- (1) The urgency of the requirement;
- (2) The estimated delivery date from the supply system of the requested material;

(3) Evidence of reconsignment action initiated to replenish the cannibalized kit(s); and

(4) NAVAVNMAINTOFF asset availability.

g. Reclamation of TDC Kits. NAVAVNMAINTOFF is responsible for the reclamation of excess TDC kits. Potential excess kit listings are submitted to APMLs/PMAs at least once per year for review and concurrence.

#### 4. PROCEDURES

##### a. Requisitioning Procedures.

##### (1) Fleet/Training/Reserve/Maintenance Activities

(a) Formal technical directive indicates if kit is required as part of the TD incorporation process.

(b) Submit requirement for kit to the local supporting supply department following station supply requisitioning instructions after ensuring the following:

1. The kit has not been previously installed by examining the Aeronautical Technical Directives Requirements, List 2 of the aircraft/engine logbooks or by visual inspection of equipment;

2. The prerequisite Technical Directives have been installed or are planned for concurrent installation; and

3. The incorporation of the applicable change kit is within the capability of the intended maintenance activity.

##### (2) Local Supporting Supply Departments (including ships)

(a) Technical Directive Change kit requisition is received from on station (tenant) or satellite activity.

(b) If kit is not controlled (Material Control Code M) and is stocked locally, process requisition for issue.

(c) If kit is not controlled and is not stocked locally, pass the requisition to Aviation Supply Office, (RIC N32). In this case, the document should display originator's unit identification code (UIC) in Card Columns 30-35 instead of

the UIC of the supporting supply department.

(d) If the kit (including GFE) is controlled, (Material Control Code Z), submit the requisition to NAVAVNMAINTOFF (RIC N52) by MILSTRIP message or on form DD 1348. Include applicable exception data as required, i.e. aircraft bureau number or engine/component serial numbers within the remarks column.

(3) Designated Kit Wholesale Stock Points

(a) Process requisitions received from on station or satellite activities as follows:

(b) If kit is not controlled, (Material Control Code M) and is stocked locally, process requisition for issue.

(c) If kit is not controlled and is not stocked locally, pass the requisition to Aviation Supply Office (ASO), (RIC N32). In this case, the document should display originator's unit identification code (UIC) in Card Columns 30-35 instead of the UIC of the supporting supply department.

(d) If the kit (including GFE) is controlled, (Material Control Code Z), submit the requisition to NAVAVNMAINTOFF (RIC N52) by MILSTRIP message or on form DD 1348. Include the applicable exception data as required, i.e. aircraft bureau number or engine/component serial number within the remarks column.

(e) Referrals from ASO or NAVAVNMAINTOFF will be processed per current referral procedures.

(f) Bounce backs due to "not in stock" conditions will be referred to NAVAVNMAINTOFF for disposition.

(4) Defense Plant Representative Offices and Other Defense Contracting Administration Offices supporting TDC kit installation at Contractor Sites

(a) Submit requisitions directly to NAVAVNMAINTOFF by MILSTRIP message, NAVGRAM or on form DD 1348 containing the following data:

- (1) Appropriate fund code (Y6).
- (2) Applicable contract number.
- (3) Aircraft bureau number/engine or

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equipment serial number (as applicable).

(5) Aviation Supply Office (ASO) will:

(a) Process requisitions.

(b) Process daily TIRs to maintain centralized records and stock balances on the Master Data File.

(6) Naval Aviation Maintenance Office (NAVAVNMAINTOFF) will:

(a) Upon receipt of requisitions/referral orders, review material control code and current inventory reports.

(b) Refer requisition to the applicable stock point for issue when controlled kits are available and applicable bureau or serial number (if required) is provided.

(c) Reject the requisition (status code "RA") when controlled kits are available but applicable bureau or serial number is omitted, or if urgent, attempt to obtain the bureau/serial number.

(d) When requested kit is not in stock, verify that all kits previously issued have been installed. If previously issued but not installed kits are located, direct turn in to a Transaction Item Reporting (TIR) activity to be made available for issue. If no kits are located, the kit manager will take on of the following actions as appropriate:

1. When controlled kits are not available, place the document in back order (status code "BB") and provide an estimated delivery date.

2. Reject the requisition (status code "R2") upon obtaining APML authorization and recommend that requirements be supported by requisitioning bit and piece components via normal supply channels.

(e) When records reflect previous installation of kit for bureau/serial number provided, or if TD is not applicable to requirement, reject requisition (status code "RD") and request that physical inspection be made of the aircraft/engine/equipment to verify requirement.

(f) When records reflect previous issue of kit for bureau/serial number provided, reject requisition (status code "RM") and request that disposition of previously issued kit be provided to NAVAVNMAINTOFF.

(g) When Organizational or Intermediate level, maintenance activities requisition controlled kit which is restricted to depot level installation, reject requisition (status code "RN").

(h) When NAVAVNMAINTOFF is not source of supply, reject the requisition (status code "R1") and advise requisitioner to review TD for correct source of supply.

b. Procedures for Additional Kit(s) Requirements.

(1) NAVAVNMAINTOFF will:

(a) Determine the total quantity of unmodified equipment.

(b) Review the reconciliation file to identify kits issued but not incorporated.

(c) Screen the appropriate activity to recover excess kits.

(d) Obtain a firm commitment for installation.

(e) Review the current parts listing published in the TD (with amendments if applicable) to determine if the change can be supported with bits and pieces.

(f) Research the federal supply system to identify the part number and National/NATO Stock Number of the required material.

(g) Establish the range and depth of the total parts requirement, and contact the item manager of each part required to determine the availability of support.

(h) Evaluate the feasibility of procurement and assembly of kits at the NAVAVNMAINTOFF CKA.

(i) Determine the cost effectiveness of supplementing parts not available within the supply system from commercial sources with assembly at the NAVAVNMAINTOFF CKA.

(j) Review the TD rescission date to ensure the TD will remain in an active status to complete the modification.

(k) Provide NAVAIRHQ logistic managers (APML, Logistics Element Manager (LEM), Logistics Manager (LM)), or Program Manager, Air (PMA), with findings and recommendations to procure kits in part or in whole or support with bits and pieces. Recommendations will be supported with estimated cost comparisons and cost savings.

(2) AIR-3.1 (AIR-410). Request fleet to verify unreported incorporations.

(3) NAVAIRHQ APMLs

(a) Determine the most expeditious and cost effective method to satisfy requirements and advise NAVAVNMAINTOFF.

(b) Initiate appropriate action to restock kits and maintain TDs in an active status. Examples of restocking actions are as follows:

(1) Procure kits from commercial sources.

(2) Procure peculiar material from commercial sources and fund NAVAVNMAINTOFF for procurement or organic material.

(3) Fund NAVAVNMAINTOFF for procurement of total kit(s) from organic sources.

(4) Fund Naval Aviation Depots for manufacturing of peculiar material (when feasible) and fund NAVAVNMAINTOFF to obtain organic material.

(5) Procure amendments or revisions to TDs from commercial sources (if applicable).

(6) Task NAVAVNMAINTOFF to amend or revise the TD (if applicable).

(c) Forward a copy of the implementation action to NAVAVNMAINTOFF.

c. Procedures for Determining Excess TDC Kits.

(1) NAVAVNMAINTOFF



(a) Review listing of TDC kits (semi-annually)  
with:

1. Rescission dates due within six months;  
or

2. Last issue date over 6 months.

(b) Nominate excess TDC kits to appropriate  
activity as follows:

1. Basic Kits and associated GFE - Forward  
nomination listing to NAVAIRHQ LMs and PMAs.

2. Spares Kits - Forward nomination listing  
to ASO.

3. Tool Kits - Screen cognizant NAVAVNDEPOT  
and contractor facilities.

4. Special Provisions Kits - Screen the  
controlling custodian and forward reply to NAVAIRHQ LMs and PMAs.

5. Naval Air Maintenance Trainer Kits -  
Request confirmation of requirements/disposition instructions  
from Naval Aviation Maintenance Training Group (NAMTRAGRU).

6. Weapon System Trainer Kits - Request  
confirmation of requirements or disposition instructions from  
Naval Air Warfare Center - Training Systems Division (NAWC -  
TSD).

(c) Potential excess kits shall be identified and  
processed for disposition in the following order of priority:

1. Government Furnished Equipment (LKP) kits

2. Kits associated with active weapon  
systems

3. Kits associated with inactive weapon  
systems

(2) NAVAIR APMLs

(a) Review kits nominated as potential excess by  
the NAVAVNMAINTOFF to determine if additional requirements exist  
to support Navy projects and advise NAVAVNMAINTOFF of existing

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requirements.

(b) Screen specific foreign governments if required.

(3) ASO, NAVAVNDEPOTS, NAMTRAGRU, NAVTRAEQUIPCEN. Review kits nominated as potential excess by the NAVAVNMAINTOFF to determine if additional requirements exist and advise NAVAVNMAINTOFF.

d. Reclamation of TDC Kits.

(1) NAVAVNMAINTOFF will use the following procedures when processing excess TDC kits for reclamation:

(a) Receive and account for excess TDC kits approved for reclamation processing.

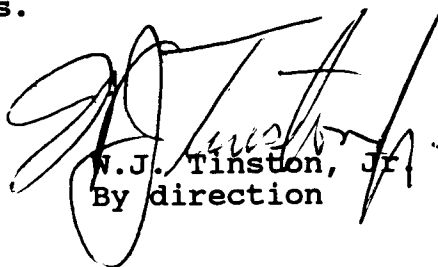
(b) Turn in creditable or salvageable materials resulting from reclamation effort to designated stock points.

(c) Turn in kit component residue to local Defense Property Disposal Officer.

e. Technical Directive Kit Shipment Reports (TDKSRs).

(1) Technical Directive Kit Shipment Reports provide information concerning the delivery of TDC kits from kit manufacturing activities. It provides related elements required to pre-plan, schedule, control, and support approved modification programs.

(2) Data Item Description DI-MGMT-80771 prescribes TDKSR reporting procedures.



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By direction

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APPENDIX (A) TDC Kit Stocking Activities.

<u>STOCK POINT IDENTIFIER</u>	<u>UIC</u>	<u>ROUTING</u>
FISC Jacksonville FL	N00207	NBZ
FISC Norfolk VA	N00189	NNZ
FISC Pensacola FL	N00204	NAZ
FISC Oakland CA	N00228	NOZ
FISC San Diego CA	N00244	NDZ
FISC MCAS Cherry Point NC	N00146	PTZ

The NAVAVNMAINTOFF Central Kitting Activity (UIC N46899) serves as the central storage and assembly point for 6V Cognizance TDC kits.

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APPENDIX (B) Definitions.

a. Validation of Issue. A procedure used by NAVAVNMAINTOFF to ensure one-time issue of controlled kits and/or GFE ("T" purpose material) to specific serial or bureau numbers as identified in the applicability range of the TD.

b. Controlled Kit. A kit which is subject to requisition validation by the NAVAVNMAINTOFF kit manager prior to release for issue. The criteria established for determining those kits to be controlled is based on information available to the NAVAVNMAINTOFF which indicates a potential support problem or relates TDC kits to individual aircraft bureau number or serial number of equipment requiring modification. Controlled kits are loaded to the Aviation Supply Office Master Data File with Material Control Code "Z".

c. Non controlled kit. A kit which is not subject to requisition validation by the NAVAVNMAINTOFF kit manager prior to release for issue. This kit can be requisitioned through normal supply channels. Non controlled kits are loaded to the Aviation Supply Office Master Data File with Material Control Code "M".

d. Rescission Date. A designated time at which the TD is scheduled to be incorporated in all applicable end items and removed from the active TD file. The rescission date is used to key an overall review of the kit inventory for excesses, current status of the TD, and to identify those modification programs which require special management attention in order to achieve timely and total incorporation. If the rescission date has been reached, and incorporation requirements still exist, the modification kits will remain in active status.

e. "T" Purpose Material. GFE which complements a basic modification kit or is required to accomplish a modification and is procured by or for NAVAIRHQ for installation as required by a TD.

f. Unreported Incorporation. Kits or material issued to a fleet unit or activity that has been installed but not reported to the Technical Directive Status Accounting program as having been incorporated.

g. Kit Identification Number (KIN). A unique 15 character number assigned to TDC kits and GFE to allow for automated reporting of inventories/transactions in the Navy Supply System. TDC kits and GFE are designated 6V cognizance material. Kit identification numbers are constructed as follows:

(1) Position 1-4 - TD number (NOTE: 1st position contains the number "9" if there are less than four significant digits in TD change number).

(2) Position 5-6 - (NICN) LK-AFC, PPC, SEC (etc)  
LQ-Quick Engine Change  
LT-Software Change

(3) Position 7 - Use code.

(4) Position 8 - Kit number (1, 2, 3, etc).

(5) Position 9-13 - A unique serial number assigned by NAVAVNMAINTOFF.

(6) Position 14-15 - Special Material Identification Code (SMIC).

TDC Kit Condition Codes.

- a. "A" designates kit ready for issue status.
- b. "C" designates kit reserved for equipment in storage.
- c. "G" designates kit is incomplete and missing parts are on order.
- d. "L" designates kit suspended due to litigation.

Kit Purpose Codes.

- a. "A" designates kit available for general issue.
- b. "C" designates kit reserved for equipment in storage.

TDC Kit Use Codes.

- a. "A" designates kit for basic equipment.
- b. "B" designates kit for system spares.
- c. "C" designates installation tool kit.
- d. "D" designates special mission kit.
- e. "E" designates kit required for Naval air maintenance trainers.

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- f. "K" designates kit for weapon system trainers.
- g. "P" designates GFE required to complete a change.

Appendix (B)